

10/10/15 11:00 AM Senior Design Suite

Meeting Minutes

Schedule:

- October
 - Week 1: Snapshot preparation
 - Dress nice
 - Week 2: 1st idea, present to Dr. Wolbrecht
 - Week 3: 2nd idea/addon to first idea
 - Week 4: 3rd/final idea, have finalized decision
 - Have schedules for next semester done for future reference
- November
 - Week 1/2: Iron out details, material use, time to manufacture, budget, work
 - Keep in mind making twister shorter
 - Get data from Dr. Cohen
 - Week 2/3: Continue details and data acquisition, begin ordering
 - Week 3: Finish ordering everything
 - begin execution of design plan
 - Prepare for Snapshot
 - Week 4: THANKSGIVING BREAK
- December
 - End of Semester Snapshot
 - Need Project portfolio
 - proof of concept prototypes
 - updated problem statement
 - table of specifications
 - Begin manufacturing

TO DO BY TUESDAY

- We need to take more accurate dimensions now that we know the Twister is a little taller. Ask Dr. Cohen how centered the subject needs to be in her lab.
- Purple headpiece: replace or locate
- Austin - Cut the spring steel on monday (10:30ish)
- Jacquelin - Print 10/8 and 10/10 meeting notes
 - Print article, powerpoint, word document
 - print pictures of lab and twister
 - Start doing Summaries of meeting minutes and to-do lists
- Sally - Email Joe about the admin password, necessity of other accounts
 - Write a document on what we were given, what we learned, how the Twister works
 - Table of Contents (vague)
 - eventually print off team photo
- Robert - Print off Screenshots of video for binder

This tuesday's snapshot (during class time)

- Table of requirement, not necessarily filled out, but a general plan
 - Data is in acceptable range
 - Our device needs to perform within acceptable parameters
 - length of use, weight dropped, target values
- Write up project learning
 - figuring out how the thing works
 - documentation, literature review

- We learned how it's assembled, how it works mechanically, how the software is supposed to work

Tentative time of 9:20 am Monday to meet and take team photo. Sally will print off. No need to dress up.

- Whole Binder:
 - Table of contents/abstract or introduction
 - Meeting minutes tab
 - Project Learning Tab
 - Summary
 - Article that inspired project
 - Word document and powerpoint
 - Screenshots of the video
 - Parts list (what we were sent)
 - What we currently have (picture of current twister)
 - Design Goals tab
 - Timeline
 - Client needs
 - Design Specifications
 - Client interview summary
 - Pictures and measurements
 - System Diagrams
 - Drawing and solid model of concept ideas
 - Other tabs are basically empty right now.
 - Misc tab
 - Snapshot day progress
 - team contract
 - Teammates' schedules
 - Shop Orientation
 - Print correspondence emails

Summary of today's Group Adventures:

Austin downloaded the driver installation package for 1410 driver, but we can't install it. Waiting on Joe to answer Sally's email about the admin password. We also came up with a tentative list of things to do for team and individuals (See above for list).